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REGULATION

PERSONNEL
1954

ASSIGNMENT

TEMPORARY ASSIGNMENT WITHOUT CHANGE IN GRADE

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1. GENERAL

This Regulation establishes the circumstances under which an employee may be temporarily assigned to a position of lower or higher GS grade than he holds.

2. POLICY

As a rule, an employee's grade will correspond to that of the position which he occupies. Exceptions may be authorized on a temporary basis to provide an employee an opportunity to demonstrate his qualifications for promotion to a higher grade or, when in the best interests of the Agency, to provide for the temporary assignment of a particular employee to a specific position of lower grade.

3. RESPONSIBILITIES

a. CHIEFS OF MAJOR COMPONENTS AND OPERATING OFFICIALS

The Chiefs of Major Components (Deputy Directors (Plans), (Intelligence), and (Administration), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel) and Operating Officials (the Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of the Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Area Divisions and Senior Staffs of the Office of the Deputy Director (Plans)) are responsible for recommending temporary assignments of their personnel to positions of lower or higher grade in accordance with the provisions of this Regulation.

b. HEADS OF EACH CAREER SERVICE

The head of each Career Service, or his duly appointed designee, is responsible for recommending the approval or disapproval of such proposed temporary assignments of employees whose service designations correspond to that Career Service.

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c. ASSISTANT DIRECTOR FOR PERSONNEL

The Assistant Director for Personnel is responsible for reviewing recommendations for such temporary assignments and for approving those actions which conform to the provisions of this Regulation. He is also responsible for periodically reviewing such assignments throughout the Agency to ensure proper utilization of personnel.

4. TEMPORARY ASSIGNMENT TO HIGHER GRADE

- a. An employee may be assigned to a position classified at a higher grade than his present grade in order to provide him an opportunity to demonstrate his ability to perform at the higher level. Such temporary assignments will be limited to a one-grade differential except in those instances in which:
 - (1) Two-grade stages have been established as the normal progression within the grade range from GS-5 through GS-11, or
 - (2) The specific assignment is approved by the Assistant Director for Personnel or his Deputy.
- b. If the employee has not been promoted when the period of time indicated below has elapsed since his assignment to the position, the actual duties and responsibilities being performed by the employee will be reviewed by the Office of Personnel to determine whether reclassification of the position is required.

<u>Individual's Grade</u>	<u>Time in Higher Grade Position</u>
GS-1 through -6	6 months
GS-7 through -11	12 months
GS-12 and -13	18 months
GS-14	24 months

5. TEMPORARY ASSIGNMENT TO LOWER GRADE

- a. An employee may be temporarily assigned to a position classified at a grade lower than his own without change in his grade under the following circumstances:
 - (1) When the employee is the only qualified individual available for a position which must be filled immediately.
 - (2) When such an assignment is desirable to provide an individual with certain experience to qualify him for future assignments in which he would be of greater value to the Agency.
 - (3) When the employee possesses such unusual background, contacts or qualifications for a particular position that administrative

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necessity dictates his temporary assignment to that position.

- (4) When the employee possesses qualifications of evident value to the Agency in positions of his own grade, and although no immediate assignment at that grade is available, staffing plans indicate the availability of an appropriate position in the near future.
 - (5) When, after downgrading of his position, it is administratively determined to retain an employee in his present grade and position because he is, by virtue of extended experience in the work being performed, more valuable in that position
 - (a) than in any other position at his grade level which is then available in the Agency and for which he is qualified, and
 - (b) than any other employee who is available for assignment to the position at the authorized grade level.
- b. The following limitations apply with respect to the use of such temporary assignments:
- (1) An employee temporarily assigned to a position of lower grade may not be promoted upon assignment to or while in that status. This does not, of course, affect periodic step increases in salary.
 - (2) The number of employees assigned on this basis within any Major Component may at no time exceed one percent of the total number of positions authorized by the ceiling approved for the Component concerned.
 - (3) Employees assigned on this basis will be charged against the personnel ceiling for the Component concerned and, in cases involving grades GS-16, -17, and -18, such employees will remain charged against the supergrade ceiling.
- c. Assignments made in accordance with the provisions of this paragraph will be periodically reviewed by the Chief of the Major Component concerned and the Assistant Director for Personnel to ensure proper utilization of personnel.
- d. Consideration will also be given to the effect of such assignments upon personal services expenditures in the budget concerned.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE

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